



*DACS:*

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## What It Is, and Why It Helps

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August 23, 2006



# Describing Archives: A Content Standard

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- A descriptive national standard for structure and content
- Developed out of the need to
  - Accommodate international standards
  - Take into account new methods of description, including EAD
  - Provide an “output neutral” set of standards (for inventories, MARC records, finding aids of all kinds)



# How *DACS* Developed

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- *AACR2* (Chapter 4)
- *APPM* (1983, 1989)
- *RAD*
- *ISAD(G)* + *ISAAR(CPF)*
- CUSTARD
- USTARD
- *DACS* (end of 2004)

Lynn Holdzkom and Katherine Wisser, "MARC According to DACS: Archival Cataloging to the New Descriptive Standard," Society of American Archivists, June 14-15, 2006, 19.



# Some Principles of *DACS*

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- Archives possess materials with unique characteristics
- *Respect des fonds* principle
- Description reflects arrangement
- In addition to the materials themselves, creators of archival materials must be described
- Output neutral: Works for EAD finding aids, MARC records, other



# Differences: Bibliographic vs. Archival Description

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- Bibliographic materials: “Self-conscious” creations, published in some form, description entails transcription, description of artifact
- Archival materials: Generated in the course of doing business/living lives, descriptions are abstractions, focus on description of content
- “Tidy vs. messy”

Lynn Holdzkom and Katherine Wisser, “MARC According to DACS: Archival Cataloging to the New Descriptive Standard,” Society of American Archivists, June 14-15, 2006, 16.



# Description and Cataloging: The Pyramid

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- Surrogate  
2  
(the catalog  
record)
- Surrogate 1  
(the finding aid)
- The collection itself

Lynn Holdzkom and Katherine Wisser, "MARC According to DACS: Archival Cataloging to the New Descriptive Standard," Society of American Archivists, June 14-15, 2006, 11.



# Benefits of DACS

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- Provides standards
- Enables us to cooperate inter- and intradepartmentally
- Allows interoperability
- Archives can submit materials to national databases (OCLC, ArchivesGrid, ArchivesUSA)
- Ultimately benefits researchers themselves



# Minimum Elements in a *DACS* Output

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- Reference Code
- Name/Location of Repository
- Title
- Date
- Extent
- Name of Creator (if known)
- Scope and Content
- Conditions Governing Access
- Languages/Scripts of the Material

Kelcy Shepherd, "Describing Archives: A Content Standard," Society of American Archivists, June 13, 2006, Slide 40, p. 22.





## Archives and Records Management

### *Inventory of the Athletic Association Records, 1892-1978*

UA #300

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#### Descriptive Summary

**Creator:** Georgia Institute of Technology. Athletic Association

**Title:** Athletic Association Records

**Dates:** 1892-1978

**Abstract:** The Athletic Association is an independent, non-profit organization that manages Georgia Tech's sports programs. Materials present in this collection include coaching contracts, correspondence between university Presidents on the subject of college athletics, souvenir programs (primarily of University of Georgia and Georgia Tech football games), and newspaper clippings.

**Size:** 9.1 linear feet (nine document cases, two half-sized document cases, one oversize box, one flat file)

**Identification:** UA #300

#### Administrative History of the Georgia Tech Athletic Association

The Georgia Tech Athletic Association is a non-profit corporation responsible for overseeing the university's participation in intercollegiate sports. It is governed by a Board of Trustees made of three alumni, three students, seven faculty members, with the head of the institution presiding over the group. The Athletic Association was started in January of 1901 to raise money for the university's fledgling sports program. Its first goal was to reinstate the Georgia Tech football team, which had been disbanded the previous year after a winless 1900 season. When the group was incorporated in 1902, its first fundraising activity was to sell 400 shares of five dollar stock. Since then, the Athletic Association has been responsible for raising funds for all of Georgia Tech's athletic teams and provides and maintains the facilities for its athletic programs.

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## Description

The administrative files in this collection contain documents created by the Athletic Association for the purpose of arranging athletic competitions between Georgia Tech and other educational institutions. These materials include the Annual Director's reports, proceedings from Board of Trustee meetings, and correspondence. The contracts include contracts between Georgia Tech and its coaching staff from 1904 to 1927; of particular interest are the contracts of John W. Heisman, for whom the Heisman trophy is named. The hearings contain the proceedings of the 1908 Southeastern Intercollegiate Athletic Association's investigation into Georgia Tech's recruitment policies. The charges, which were brought by University of Georgia alumni, were eventually determined to be groundless. A group of materials on individual sports consists of manuscripts relating to Georgia Tech's football program as well as materials about athletic teams other than football. Also included in this collection are a series of programs for unique sporting events and for regularly scheduled games, particularly between the University of Georgia and Georgia Tech. The last series contains larger items from other series in the collection, including large souvenir programs and oversized contract forms. Also included in this series is a single blueprint of a 1927 planned remodelling of the west stands in

Grant Field.

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## Arrangement

### **SERIES 1. Administrative files**

### **SERIES 2. Contracts**

### **SERIES 3. Hearings**

### **SERIES 4. Individual sports**

Subseries 1. Football

Subseries 2. Other sports

### **SERIES 5. Programs**

Subseries 1. Football programs: Special games

Subseries 2. Football programs: Georgia vs Georgia Tech games

### **SERIES 6. Oversize**

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## Restrictions: Access

None.

## Restrictions: Use

Permission to publish materials from this collection must be obtained from the Head of Archives and Special Collections.

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## Related Material

Related collections in this repository include the Ella Cliff Kiser Scrapbook (MS #101) and the Georgia Tech Baseball Scrapbook (MF #001). Photograph collections containing images relating to sports at Georgia Tech include the George C. Griffin Photograph Collection (VAC #002), the *Images and Memories* Photograph Collection (VAC #001), and the Early Presidents Photograph Collection (VAUA #004).

The photographs and negatives from this collection are processed separately as VAUA #300.

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## Subject Headings

Alexander, William A. (William Anderson), 1899-1950.

Architectural drawings.

Athletics--Georgia--Atlanta.

College sports--Georgia.

Crenshaw, John Bascom, 1861-1942.

Football--Georgia.

Georgia Bulldogs (Football team).

Georgia School of Technology.

Georgia Tech Yellow Jackets (Football team).

Heisman, John W. (John William), 1869-1936.

Manuscripts.

Programs.

Southeastern Intercollegiate Athletic Association.

Sports rivalries--Georgia.

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## Detailed Description of the Collection

### SERIES 1: Administrative files, 1910-1974

#### Description

**SERIES 1** contains documents created by the Athletic Association for the purpose of arranging athletic competitions between Georgia Tech and other educational institutions (e.g., University of Georgia, Oglethorpe University, University of Alabama). These materials include the Annual Director's reports, proceedings from Board of Trustee meetings, and correspondence. The correspondence primarily consists of letters and contractual agreements that were exchanged between the Presidents of Georgia Tech and the heads of the rival schools concerning the logistics of organizing athletic events. This series also includes three folders of newspaper clippings on Georgia Tech football and the rivalry between the North Georgia and South Georgia high school football teams during the 1950s and 1960s.

Box	Folder
1	1 Annual report of Director of Athletics, 1918-1965
	2 Awards to players, 1924-1930
	3 Board of Trustees, 1921-1977
	4 Coach listings and salaries, 1924-1925
	5 Correspondence concerning athletic events, 1919-1938
	6 Eligibility, 1919-1924
	7 Financial reports, 1915-1928
	8 Grant Field, 1915-1927
	8a Griffin, George, undated
	9 Information regarding the Tech gymnasium, 1923-1924
	10 Insurance policies, 1921-1923
	11 Minutes, 1922-1923
	12 Newspaper clippings, 1973-1974
	13 Newspaper clippings on All-Star Game, 1975
	14 Newspaper clippings of the Gator Bowl (Penn State vs Georgia Tech) from the <i>Atlanta Journal</i> and the <i>Atlanta Constitution</i> , December 31, 1961
	15 Newspaper clippings of the Gator Bowl (Penn State vs Georgia Tech) from the <i>Florida Times-Union</i> , December 31, 1961
	16 Newspaper clippings, North Georgia vs South Georgia, high school football, 1951-1965
	17 Stock certificates, 1909-1912
	18 Wallace, Samuel Stuart, 1921-1922

### SERIES 2: Contracts, 1904-1921

#### Description

**SERIES 2** includes contracts between Georgia Tech and its coaching staff from 1904 to 1927. John Bascom

040 \_\_ |a GAT |e dacs |c GAT

041 0\_ |a eng

090 \_\_ |a UA 300

110 1\_ |a Georgia Institute of Technology. |b *Athletic Association*

245 00 |a *Athletic Association* Records, |f 1892-1978

300 \_\_ |a 9.1 |f linear ft. |b (nine document cases, two half-sized document cases, one oversize box, one flat file)

545 0\_ |a The Georgia Tech *Athletic Association* is a non-profit corporation responsible for overseeing the university's participation in intercollegiate sports. It is governed by a Board of Trustees made of three alumni, three students, seven faculty members, with the head of the institution presiding over the group. The *Athletic Association* was started in January of 1901 to raise money for the university's fledgling sports program. Its first goal was to reinstate the Georgia Tech football team, which had been disbanded the previous year after a winless 1900 season. When the group was incorporated in 1902, its first fundraising activity was to sell 400 shares of five dollar stock. Since then, the *Athletic Association* has been responsible for raising funds for all of Georgia Tech's *athletic* teams and provides and maintains the facilities for its *athletic* programs.

520 8\_ |a Materials present in this collection include coaching contracts, correspondence between university Presidents on the subject of college athletics, souvenir programs (primarily of University of Georgia and Georgia Tech football games), and newspaper clippings. Items of particular interest include a number of coaching contracts from the early twentieth century, particularly those of John Heisman and William Alexander. While the *Athletic Association* covers all sports programs at Georgia Tech, materials relating to the football team comprise the bulk of the collection. Documents pertaining to early twentieth century Georgia Tech athletics (1900-1930) are particularly well-represented in this collection.

351 \_\_ |a Arranged into six series: 1. Administrative files; 2. Contracts; 3. Hearings; 4. Individual sports; 5. Programs; 6. Oversize.

506 \_\_ |a No restrictions on access.

540 \_\_ |a Permission to publish materials from this collection must be obtained from the Head of Archives and Special Collections.

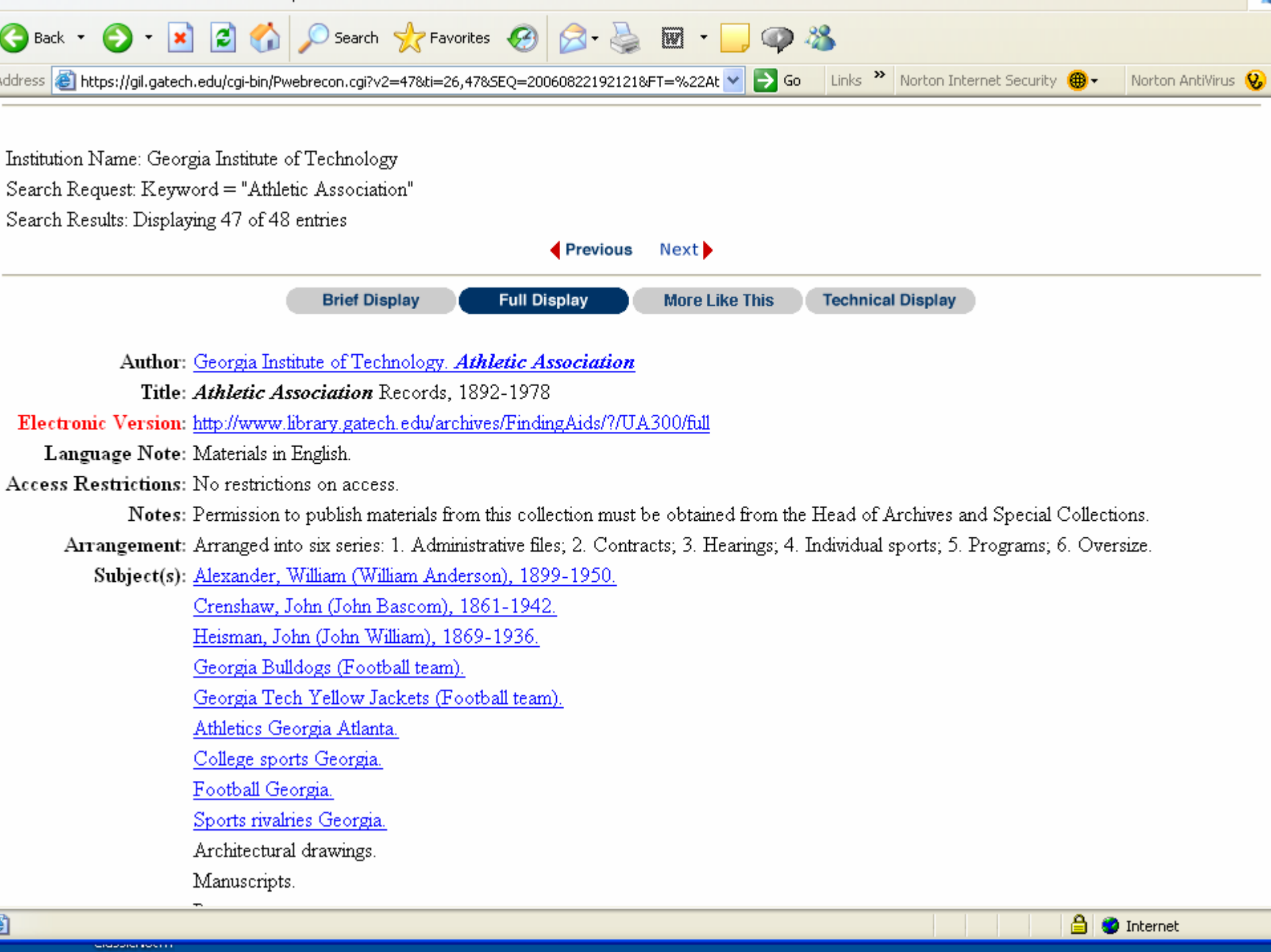
524 \_\_ |a Please cite [Folder Title, Series Title], *Athletic Association* Records (UA #300), Archives, Library and Information Center, Georgia Institute of Technology.

541 \_\_ |a Accession #1987.1201.

538 \_\_ |a The programs in Series 5, Subseries 2 are fragile due to the inclusion of newspaper clippings.

544 1\_ |a Related collections in this repository include the Ella Cliff Kiser Scrapbook (MS #101) and the Georgia Tech Baseball Scrapbook (MF #001). Photograph collections containing images relating to sports at Georgia Tech include the George C. Griffin Photograph Collection (VAC #002), the Images and Memories Photograph Collection (VAC #001), and the Early Presidents Photograph Collection (VAUA #004).

546 \_\_ |a Materials in English.



Institution Name: Georgia Institute of Technology  
Search Request: Keyword = "Athletic Association"  
Search Results: Displaying 47 of 48 entries

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**Author:** [Georgia Institute of Technology. \*Athletic Association\*](#)

**Title:** *Athletic Association* Records, 1892-1978

**Electronic Version:** <http://www.library.gatech.edu/archives/FindingAids/?/UA300/full>

**Language Note:** Materials in English.

**Access Restrictions:** No restrictions on access.

**Notes:** Permission to publish materials from this collection must be obtained from the Head of Archives and Special Collections.

**Arrangement:** Arranged into six series: 1. Administrative files; 2. Contracts; 3. Hearings; 4. Individual sports; 5. Programs; 6. Oversize.

**Subject(s):** [Alexander, William \(William Anderson\), 1899-1950.](#)

[Crenshaw, John \(John Bascom\), 1861-1942.](#)

[Heisman, John \(John William\), 1869-1936.](#)

[Georgia Bulldogs \(Football team\).](#)

[Georgia Tech Yellow Jackets \(Football team\).](#)

[Athletics Georgia Atlanta.](#)

[College sports Georgia.](#)

[Football Georgia.](#)

[Sports rivalries Georgia.](#)

[Architectural drawings.](#)

[Manuscripts.](#)

**Summary:** Materials present in this collection include coaching contracts, correspondence between university Presidents on the subject of college athletics, souvenir programs (primarily of University of Georgia and Georgia Tech football games), and newspaper clippings. Items of particular interest include a number of coaching contracts from the early twentieth century, particularly those of John Heisman and William Alexander. While the Athletic Association covers all sports programs at Georgia Tech, materials relating to the football team comprise the bulk of the collection. Documents pertaining to early twentieth century Georgia Tech athletics (1900-1930) are particularly well-represented in this collection.

**Systems Details:** The programs in Series 5, Subseries 2 are fragile due to the inclusion of newspaper clippings.

**Biography/History:** The Georgia Tech Athletic Association is a non-profit corporation responsible for overseeing the university's participation in intercollegiate sports. It is governed by a Board of Trustees made of three alumni, three students, seven faculty members, with the head of the institution presiding over the group. The Athletic Association was started in January of 1901 to raise money for the university's fledgling sports program. Its first goal was to reinstate the Georgia Tech football team, which had been disbanded the previous year after a winless 1900 season. When the group was incorporated in 1902, its first fundraising activity was to sell 400 shares of five dollar stock. Since then, the Athletic Association has been responsible for raising funds for all of Georgia Tech's athletic teams and provides and maintains the facilities for its athletic programs.

**Description:** 9.1 linear ft. (nine document cases, two half-sized document cases, one oversize box, one flat file)

**Location:** Ask at Archives, Library Annex

**Call Number:** [UA 300](#)

**Number of Items:**

**Status:** No Information Available

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Save results for later:	<input type="button" value="Save To Bookbag"/>